



Black Butte Ranch - Cook

HOST INFORMATION

Company Description:

Perfect for families, destination weddings, and corporate retreats, guests enjoy a wealth of activities throughout our 1800 acre resort. Black Butte Ranch is located just west of neighboring cities Sisters, Redmond, and Bend Oregon.

During the summer months, the population of Black Butte Ranch is an estimated 5,000. Our vibe is an unhurried and relaxed lifestyle perfect for guests to connect and unwind. Services include golf on two championship courses, bike rentals, spa, retail shops, dining at 3 restaurants, banquets, and vacation rentals. You play an important role in making our operations hum and creating lasting memories.

Our employees say, "Working at Black Butte Ranch is like a vacation." We work together as a united team to provide an exceptional experience for our guests and an exceptional work experience for our employees. We live the guest services philosophy and work hard to ensure our guests are having an unforgettable vacation.

Our values of teamwork, reliability, and hospitality guide our actions. It is fun, challenging and satisfying work.

Host Website: <https://www.blackbutteranch.com/>

Site of Activity: Black Butte Ranch

Parent Account Name: Black Butte Ranch

Host Address: 13895 Bishops Cap Sisters , Oregon , 97759

Nearest Major City: Bend , Oregon , Less than 25 miles away

PLACEMENT INFORMATION

Job Description:

Major Responsibilities:

- Prepare menu items as directed by Executive Chef, and BBR quality standards and guidelines in a timely manner.*
- Ensure the guest receives only the highest quality of food products.*
- Ensure plate appearance meets written specifications.*
- Ensure all entrees are produced and delivered in a timely manner.*
- Ensure food preparation areas are always maintained in a sanitary condition.*
- Work fluidly in any position on the line with the culinary ability to produce consistent products.*

Typical Schedule:

Schedules will vary with hours starting from 6am and finishing as late as midnight.

Drug Test required: No

COMPENSATION

Hourly Wage: \$20

Eligible for Tips: No

Estimated weekly wages including tips: \$760

Bonus: No

** All figures above are pre-tax*

Estimated average number of hours per week: 38

Estimated minimum number of hours per week: 32

Estimated maximum number of hours per week: 50

Potential fluctuation in hours per week:

Hours can change based upon volume of business

Average number of hours per week reached by last year's seasonal employees: 38

Overtime Policy:

Yes, paid after 40 hours

Job-Specific Benefits:

All employees receive a 30% discount in our restaurants and other discounts in our gift shops and general store.

JOB REQUIREMENTS

English Level required:



Intermediate

Required to be 21+: No

Previous Experience required: No

Qualifications & Conditions

Lifting

Lifting requirement: 50lbs/22kgs

Description:

lifting various supplies, dishes, trays

Standing for entire shift

Handling cleaning chemicals

Working outdoors

Working under direct sunlight

Other qualifications or conditions

Description:

• Previous experience as a cook or in a related role. • Ability to work independently. • Knowledge of safe food handling and ability to obtain Food Handlers Certificate. • This position must be able to work evenings, weekends, and holidays as needed.

Job Training required: *Yes*

Length of job training:

On the job, and ongoing as necessary

Hours per week during training period: 32

Different wage during training period: No

Start on specific day of the week: No

Training requirements:

Will need to obtain Food Handlers Certificate.

Need to wear uniform: *Yes*

Uniform Policy:

We provide the shirt and employees provide the pants and shoes.

Cost of uniform: \$0

Uniform laundry: Participant responsibility

Dress Code: *No*

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

Shopping Trips, Holiday Events, Company Parties

Additional Details about Cultural Offerings:

Through out the summer we have monthly events for all of our staff. We also celebrate Holidays in our local area, featuring Rodeo's, Parades and fairs.

Local Cultural Offering:

Throughout the summer events are held in our local community, from Quilting, outdoor bands, Festival Events, there is always something going on in Central Oregon.

HOUSING AND TRANSPORTATION

Housing Provided: Yes. Employer Guarantees employer - owned or employer - arranged housing to all hired participants. May find own (can choose alternative).

Employer-owned or employer-arranged housing description:

The Ranch leases homes from our homeowners - they are private homes. All homes are fully furnished, including washer and dryer, plates, silverware, cooking pans, beds, sheets, towels, blankets, wireless internet and all utilities. All units have a full kitchen and wifi. There will be housing inspections on a regular basis and participants are expected to respect the property and keep the homes clean.

Lease Agreement: Yes

Onsite Amenities:

WiFi: Yes

Description:

Yes all homes have wifi, plus common area wifi is available at locations around the Ranch.

Phone Service: Yes

Description:

All major U.S. cell phone providers have network access from the Ranch. Alternatively, participants may use landline phones in the Administration Building if necessary.

Kitchen facilities: Yes

Description:

Yes, all homes have fully furnished shared kitchens.

Laundry facilities: Yes

Description:

All homes have a washer and dryer to use free of charge. We do require that only HE detergent is used.

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 1

Maximum Occupancy Per Room: 3

Suggested Occupancy Per Room: 1 - 3

Rooming Arrangement Description:

Housing may be separated by male/female or may be co-ed depending on availability and participant comfort/preference. Participants may request to room with a friend/partner.

Provided Housing Cost:

Required to Pay for Provided Housing: Yes

Cost per Week: \$150

Housing Cost Deducted from Paychecks: Yes

Utilities Costs: No

Housing Deposit: Yes

Cost: \$200

Description:

Participants must provide the \$200 housing deposit in cash, upon arrival.

Housing Deposit Refundable: Yes

Conditions for Deposit Refund:

Housing deposit will be fully refunded as long as participants work until their agreed-upon end date, don't have any major program infractions, and housing is returned in excellent condition.

Details About Deposit Refund:

Deposit will be returned in cash when the participant is being transported to the airport.

Transportation to Worksite:

Walking Commute Time

Estimated commute time: 15 to 30 minutes

Description: We have walking/biking paths around the entire property. Keep in mind we are located in the Pacific Northwest and it can rain and be cold in the mornings and late at night.

Biking

Estimated commute time: 15 to 30 minutes

Bicycles are provided free of charge: Yes

Bicycles are not provided: No

Bicycles are available to rent: No

Estimated cost: \$

Description: We provide bicycles, helmets and headlights for each program participant and there are dedicated bike paths. Participants MUST know how to ride a bike in order to be considered for a job.

Employer-Provided Transportation

Estimated commute time: Under 15 minutes

Employer-Provided Transportation is free of charge

Description: The Ranch will provide a weekly shuttle into town for participants to buy groceries, go to the bank, etc. We do not encourage bicycling into town because the road is a highway with a limited shoulder so safety is a concern.

ARRIVAL INFORMATION

Arrival Instructions:

Participants should fly into Redmond Oregon (RDM) as this is the closest airport to us. Participants should fly into a major airport such as Seattle, WA (SEA) or Portland, Oregon (PDX) and take a connecting flight to RDM. As an alternative, participants can fly into Portland, OR (PDX) and take a bus from the airport to Redmond Oregon (the bus takes a few hours and goes over the Cascade Mountain range).

Please communicate your travel details to us at least 7 days prior to arrival.

Participants should plan to arrive Monday thru Friday from 8am to 8pm. We will be happy to arrange for transportation from Redmond OR to the ranch Monday - Friday. The travel time is about 35 minutes from the airport or the bus station to the Ranch. There is NO cost for transportation! Once we pick up participants, we will stop at a grocery store so participants can stock up on the basics before arriving at the Ranch.

If participants arrive after 8pm or on Saturday or Sunday, they will need to arrange for a hotel room at their own expense and we will pick up the next work day (Monday - Friday).

Suggested Arrival Airport:

Redmond Airport, RDM, Less than 25 miles

Estimated cost of transportation to worksite from suggested airports: \$0 to \$25

If arriving after regular hours:

Suggested After-Hours Accommodation:

Sleep Inn and Suites

1847 NW 6th St

Redmond , Oregon 97757

<https://www.choicehotels.com/oregon/redmond/sleep-inn-hotels/or188?mc=llgoxxpx>

(541) 516-6269

\$100 to \$150

TRAINING AND ONBOARDING

Pre-Arrival Onboarding: Yes

All job application and onboarding paperwork will be completed once participants arrive on the Ranch.

Housing will be assigned on day of arrival. Uniforms will be issued once you report to your department.

Black, non-slip shoes are required for all culinary positions. The rest of the uniform will be provided.

Social Security Number:

Require participants to apply for SSN before arrival at worksite: No

Details about how to apply for Social Security Number:

We will transport participants to the social security office and assist them in obtaining their social security number.

Nearest SSA Office: Bend , Oregon , Less than 25 miles

Other:

Wage Payment Schedule:

Participants will be paid bi monthly on the 8th and 22nd of each month. We offer direct deposit or paper paychecks.

Meal Plan: Not available

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: Yes

Maximum Group Size:

Grooming Requirements:

No visible tattoos, hair should be of a natural color and a conservative appearance. All employees must follow our hygiene policies.

Second Job Availability: No, unlikely

Applicable Company Policies:

Oregon state law prohibits smoking in the workplace and within 10 feet of all entrances, exits and accessibility ramps that lead to and from an entrance or exit, windows that open and air-intake vents.

Smoking is also prohibited in employee housing.

COMMUNITY AMENITIES

Walking Distance from Housing:

Post Office, Restaurants, Fitness Center, Internet Cafe

In Town, Requires Transportation:

Food Market, Shopping Mall, Bank, Public Library



Black Butte Ranch - Dishwasher

HOST INFORMATION

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Parent Account Name: Black Butte Ranch

Host Address: 13895 Bishops Cap Sisters , Oregon , 97759

Nearest Major City: Bend , Oregon , Less than 25 miles away

PLACEMENT INFORMATION

Job Description:

General Summary: To clean and sanitize all non-disposable kitchen utensils, flatware and china, and ensure cleanliness of work area, dishwashing machine and refuse areas. Maintain correct amount of chemicals to ensure proper cleaning of all cooking and eating utensils.

Essential Functions/Major Responsibilities:

- 1. Know how to operate dishwashing machine to insure cleanliness of dishware.*
- 2. Clean dishware in a timely manner so as not to run out of any needed items.*
- 3. Know health code standards required by law that pertain to dishwashing.*
- 4. Know where all kitchenware is kept and keep those areas clean and orderly.*

Other Functions:

- 1. Empty garbage as needed.*
- 2. Break down boxes.*

3. Sort bottles so they are ready for pickup.
4. Keep back loading dock area clean and in orderly fashion.
5. Help put stock away when needed.

Specific Job Skills: Must be able to communicate and comprehend in the English language. Must have adequate motor skills to prevent frequent dishware breakage.

Education and/or Experience: This job does not require previous experience. High school education is helpful but not necessary.

Job Conditions: Cleaning of dirty dishes in an area where the floors are damp and hands will be frequently in water. Dishware will be hot after cleaning and there will be a lot of steam coming from hot dishes. Must be able to lift and move up to 75 pounds. Job requires standing 4-8 hours per day, 20 to 40 hours per week.

Job Complexity/Supervisory Responsibility: It is essential that the Dishwasher is organized and puts cleaned items away in their proper place. Dishwasher must maintain cleanliness of dishwashing machine and insure proper operating temperatures and proper chemical flow into machine. Instructs other employees on proper placement of dirty dishes in dish area.

Interpersonal Contacts: Interacts with other Food & Beverage employees on a one-on-one, face-to-face, simple information exchange. Would usually consist of informing employees of any changes in dishwashing procedures that would pertain to them.

Typical Schedule:

Schedules will vary with hours starting from 6am and finishing as late as midnight.

Drug Test required: No

COMPENSATION

Hourly Wage: \$17

Eligible for Tips: No

Estimated weekly wages including tips: \$646

Bonus: No

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Estimated minimum number of hours per week: 32

Estimated maximum number of hours per week: 50

Potential fluctuation in hours per week:

Hours can change based upon volume of business

Average number of hours per week reached by last year's seasonal employees: 38

Overtime Policy:

Yes, paid after 40 hours

Job-Specific Benefits:

All employees receive a 30% discount in our restaurants and other discounts in our gift shops and general store.

JOB REQUIREMENTS

English Level required:



Intermediate

Required to be 21+: No

Previous Experience required: No

Qualifications & Conditions

Lifting

Lifting requirement: 50lbs/22kgs

Description:

lifting various supplies, dishes, trays

Standing for entire shift

Handling cleaning chemicals

Working outdoors

Working under direct sunlight

Need to wear uniform: Yes

Uniform Policy:

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Cost of uniform: \$0

Uniform laundry: Participant responsibility

Dress Code: No

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